



DIRECTOR OF FINANCE, CIRM

Background

The California Institute for Regenerative Medicine (CIRM) is the state's Stem Cell Agency. We were created by the voters of California when they approved Proposition 71 in 2004, and renewed when Proposition 14 was approved in 2020, providing \$5.5 billion to invest in stem cell research in California. CIRM's mission, to accelerate stem cell and regenerative medicine treatments to patients with unmet medical needs, is what drives us to succeed every day.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell and regenerative medicine technologies.

CIRM is the world's largest institution dedicated to helping people by bringing the promise of regenerative medicine closer to reality.

General Statement

This position is in the Finance Office for the agency. The Finance team is responsible for the agency's accounting, budgeting, forecasting, contracting, procurement, and facilities management and ensures that all financial operations are in accordance with the State law. The reporting structure for this position is to be determined. This position will oversee the Finance Office.

Job Functions

In this position you will be accountable for:

Duties and Responsibilities

- Responsible for daily financial operations of CIRM, including budgeting, accounting, financial reporting and procurement.
- Participates with Leadership Team in projecting, planning and implementing the budgetary process pertaining to CIRM.



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- With assistance from staff, develops the operations budget for CIRM, including individual budgets for cost centers, and prepares the Governor's galley budget.
- Work with managers to develop administrative budgets for CIRM's cost centers.
- Serves as one of the liaisons between CIRM and various state control agencies, including the State Controller's Office, Department of Finance and Department of General Services regarding CIRM's financial matters as needed.
- Presenting to CIRM's Governing Board and Finance Subcommittee on finance, budgeting and financial planning to ensure that the organization complies with Proposition 14 and all State of California laws and regulations.
- Develop and maintain a budgetary control system to ensure the accuracy of information for budget projection and reporting.
- Manages the CIRM's complex accounting functions with the various control agencies including cash management, contract control and policies and procedures for sound internal fiscal practices and appropriate internal controls; ensures monthly and yearly financial reports are completed accurately and on time, according to government accounting standards.
- Support preparation of presentations to state constitutional officers, state legislative committees, state legislative members, and others on legislation involving scientific funding and policies relating to regenerative medicine and performance reporting.
- Reporting, on an annual basis, to the Citizens Financial Accountability Oversight Committee (CFAOC).
- Ensuring that performance and finance audits are conducted timely and that proper processes and policies are followed in support of a positive audit outcomes.
- Engaging in strategic financial planning (including portfolio modeling and management) and resource allocation strategy development with the President, Leadership Team and others as needed.
- Managing CIRM's financial forecasting of expenditures and receipts, including bond proceeds and commercial paper receipts, income from CIRM's loan programs and revenue sharing regulations with consultation from others as necessary.
- Consulting with the General Counsel on all legal matters relating to CIRM's finances to ensure that CIRM complies with all applicable laws, regulations and policies relating to CIRM's finances.
- Offering advice regarding, and executing, key strategic, financial and investment analysis to support short and long-term financing and cash flow management



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goals for CIRM and initiatives to ensure the fiscal and programmatic performance and integrity of the agency.

- Other duties as assigned by the President.

Supervision Received

- To be determined.

Supervision Exercised

- Accounting Supervisor.
- Contracting and Procurement Specialist.

Qualifications

- Bachelor's in finance, economics, or accounting and/or MBA, or equivalent expertise through experience.
- Significant experience in State budgeting, accounting, contracting and procurement or State financial management.
- Strong management skills to effectively meet goals and objectives of the organization and manage staff.
- Excellent analytic ability and oral and written communications skills.
- Excellent organizational skills and demonstrated ability to plan and act independently.
- Ability to synthesize, clarify and disseminate complex information to all.
- Ability to work in a fast-paced environment.
- Ability to anticipate issues and ensure efficient resolution.
- Experience with rules and regulations of state government.

Working Conditions

- Ability to operate standard office equipment.
- Being available to work outside of normal business hours.
- Being able to travel statewide, if necessary.

During the COVID pandemic, remote work is acceptable, however eventual willingness to work collocated with the team is a must.



Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are performed indoors. The employee's workstation is located at 1999 Harrison Street building in Oakland and is equipped with standard or ergonomic equipment, as appropriate. Travel may be required to attend meetings or raining classes.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Vice President, Administration).

**A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. Duties of this position are subject to change and may be revised as needed or required.*

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Salary Range and Benefits

The salary range for the Director of Finance, CIRM is \$165,189 - \$276,738. CIRM offers a competitive compensation package.



How to apply

Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

****A California State application is required as CIRM is a state agency. You will not be considered without this.**

To: jobs@cirm.ca.gov. Electronic applications preferred.
CIRM is an Equal Opportunity Employer and committed to a diverse workforce.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 10 days out or until filled

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Human Resources
Attn: CIRM, Jobs
1999 Harrison Street,
Oakland, CA 94612

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume/CV

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.



Application Information

All applicable fields on the State Application Form (STD. 678) must be filled out completely. Resume must be included. Clearly indicate on the Form STD. 678 in the field titled "Examination(s) or Job Titles for Which You Are Applying" the position title as indicated on this job announcement and your basis of eligibility (list eligibility, lateral transfer, reinstatement, etc.). Employment history on your application must be complete with dates, description of duties and responsibilities for each position held, contact names and phone numbers of supervisors. Applicants who do not submit all of the required documentation (incomplete application package) may be eliminated from the selection process.

NOTE: For security purposes, your full social security number is not required on the application.

For any inquiries about the position sent to jobs@cirm.ca.gov, the e-mail should have the position title on the subject line.

Contact Information

The Vice President, Administration is available to answer questions regarding the application process and the position.

Human Resources Contact:

Maria Bonneville

Email - jobs@cirm.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

- EEO Officer: Maria Bonneville (Acting)
- Email: jobs@cirm.ca.gov
- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital



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status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Benefits

Information on benefits afforded by membership in the California Public Employees' Retirement System can be found on the California Department of Human Resources (CalHR) Salary and Benefits website at www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx.

Information regarding Merit System Principles provided to public employees by the State Civil Service Act can be found on the CalHR website at <https://www.calhr.ca.gov/Training/Pages/performance-management-merit-system-principles.aspx>.

Additional benefit information can be found on the CalHR California State Civil Service Employee Benefits Summary website at <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>. This webpage is intended to provide general information.

*All hires at CIRM are Exempt and considered Exempt for the purposes of collective bargaining.